

Top 6 Ways To Organize Your Mail Application

Dealing with e-mail can be a nightmare, especially when you have hundreds of unread e-mail, which keep growing by the hour, and dozens of flagged messages which need following-up on. Here are a few simple actions you can take to clear that inbox.

- 6.** Change your mail checking preference to 15- or 30-minute intervals. Do not stop work to answer e-mails as they arrive, instead set aside time each hour to briefly deal with your incoming e-mails. Or, set specific times during the day to check your e-mail. Don't be a slave to your inbox.
- 5.** Create three folders and name them Reply To, Interesting and To Do. Then, as you check your e-mail, file them straight into the applicable folder. Later, when you have time you can go straight to these folders folder and work through them. It will be much quicker to see what needs attending to and you are more likely to might be motivated to spare a few minutes clearing your to-do folder.
- 4.** Organization is the key to accessing any saved e-mail. Having 2000 e-mail in one folder is a sure-fire road map to confusion and misplaced information. Create folders, then subfolders residing inside these. Do this for each different project you are working on, and as you get a related e-mail, file it right away. If it needs a follow up, move it into that folder, then to its normal folder once it's been addressed.
- 3.** Keep your inbox clear; do not be tempted to use it as a storage box. Each evening before you log off the computer make sure there is nothing left in your inbox. Go through each and every e-mail and file it. Place it in its respective folder, or if it requires action put it in your Reply To, Interesting or To Do folders. This allows you to start the next day fresh and organized.
- 2.** Get that delete button working. Sit down for an hour (or however long it takes) and sort through every single e-mail in Mail. Press Delete on anything you will never need again. After this long deleting session it should be a lot easier to keep on top of the size of your Mail folders. Searching will be faster, and finding files will be more efficient.
- 1.** Receiving too many unneeded e-mails each day? Filters, otherwise known as "Smart Folders", are your answer. Setting rules will help Mail filter for you, so you don't have to wade through and delete things you don't want to look at.